

CONFIDENTIAL

MATERIAL ENCLOSED

First Coordination Package

14 NOV 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM :
Chief, Information Systems Analysis Staff

SUBJECT : Implementation of E.O. 12065 (U)

(U) Attached under the following tabs are the proposed basic documents developed by the Classification/Declassification, Markings and Training Task Forces for implementing E.O. 12065:

- Tab A - Regulation
- Tab B - Implementation Handbook
- Tab C - Issues Paper
- Tab D - Waivers Paper

(U) All of the information submitted has been reviewed by a committee consisting of the Chairmen of the above cited Task Forces, an OGC representative and the Chief, Information Systems Analysis Staff. In addition, a representative from the Office of Security participated in the initial review of the handbook but was not available for the final review of this item.

(U) The above material is now ready for review by your committee and individual packages are included for distribution to each member under a memorandum for your signature.

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Paper not
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It was decided we
did not need it!

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POSITION PAPER

Though all items required to implement E.O. 12065 have been prepared and are now in the process of being approved, it is quite apparent that even if all approvals are received prior to the 1 December 78 implementation deadline, total implementation of all the procedures involved would be an extremely disruptive if not an almost total impossible task. Furthermore it should be recognized that all procedures developed for the total implementation of this order need not be implemented on 1 December 78 but can be phased in at later dates when their introductions can be accommodated more easily.

As a result, it is proposed that the following two phase implementation approach be used to ensure that those items that absolutely require implementation on 1 December are approved as quickly as possible:

PHASE I

Addresses the two specific processes that must be operating on 1 December, namely, the classification of information and the markings and identification of such. Though both require that new procedures be approved and implemented, the number of procedures involved will be relatively few and their introduction will require minimal change in the way these two processes now function.

Classification of Information

Initially, authority to classify would be restricted to the same original and derivative authority currently in effect. For original classifiers this would mean that all individuals having such authority on 30 November, would continue to exercise the same authority on 1 December and the only real differences involved would be the criteria used for classification and justifying the need for continued protection for more than six years. The derivative classifiers referred to under Phase I are those individuals who "quote, restate, summarize, prepare extracts from, or paraphrase previously classified information" and they would continue to operate in the same manner and mode on 1 December as they had on 30 November.

At some future date a second type of derivative classifier will be introduced when Agency classification guides are approved and certain individuals who lack original classification authority are designated to use these guides as their authority to classify information. Since such use of classification guides is not proposed to become effective until 1 April 1979, their approval is not required under Phase I.

PHASE II

Addresses all of the remaining policies and procedures that have been developed for implementing E.O. 12065 but which need not necessarily be functioning on 1 December 1978.

APPROVALS REQUIRED FOR PHASE II

STAT

- A.

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 Agency Information Security Program Handbook
(Remaining Paragraphs)
- Duration of Classification (Section c)
Classification Requirements (Sections a 1 and 2)
Classification Authority Delegation Procedures
Derivative Classification Authority and Procedures
(Section 8)
Classification Guides
Declassification and Downgrading Policy
Authority to Declassify or Downgrade Classified
Information
Systematic Review for Declassification
Mandatory Review for Declassification

There are several reasons for taking this approach to the use of classification guides. In the first place, though these guides have been developed and are currently in the process of being approved, there is no guarantee that they will be ready for use by 1 December. Even if they have been approved by 1 December it is strongly recommended that their use be phased in under carefully controlled conditions. The handbook provides for this by initially limiting their use to only those individuals having original classification authority. This restriction would be in effect until 1 April 1979 and the period between the time they become available for use and the 1 April date would be used as a review and test period to determine their adequacy. This period could also be used to establish the mechanisms required to designate and record the names of those individuals authorized to use the guides.

Markings

The implementation of 12065 will require that a number of changes be made in the way Agency documents are marked. Though these changes are covered in great detail in the new markings procedures, their actual implementation is something that will require extremely close monitoring for an extended period of time. The most important factor to consider in the area of markings is that the new procedures governing them must be approved early enough to permit their operational use on 1 December 1978.

Based on the above and given the time frame involved, it is recommended that approval be given to the following items required for implementation of Phase I:

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| A. | HR | Agency Information Security Program |
| B. | HHE | - Agency Information Security Program Handbook
(Selected Paragraphs) |
| | | Purpose and Authority |
| | | Classification Designation |
| | | Duration of Classification (all except Section "c") |
| | | Prohibitions |
| | | Classification Requirements (all except Sections 1 and 2) |
| | | Classification Authority |
| | | Limitation of Delegation of Classification Authority |
| | | Classification Criteria |
| | | Derivative Classification Authority |
| | | (Only Sections b, c, & d) |
| | | Identifications and Markings |